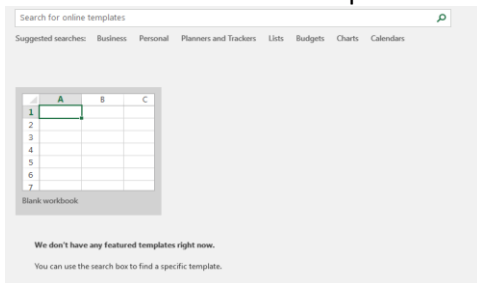**How to load a tab delimited txt file into EXCEL**

A **tab**-**delimited** text file is a file containing tabs that separate information with one record per line.
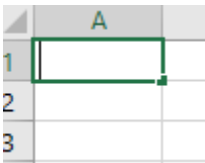A **tab delimited** file is often used to upload data to a system.

1. Open an EXCEL file by double clicking on the EXCEL icon on your desktop.
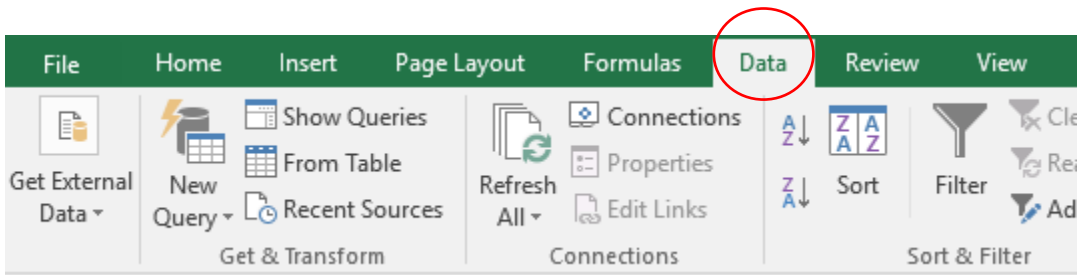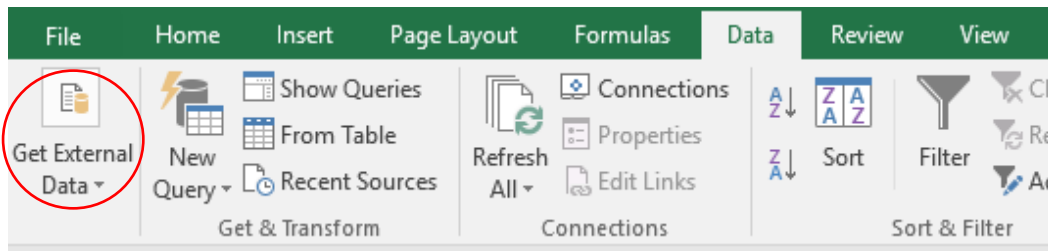


2. Click on the blank EXCEL template



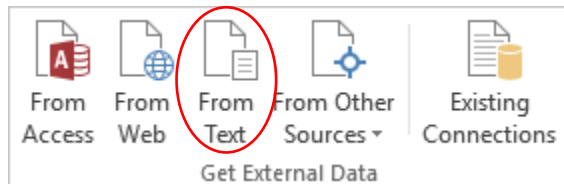3. Click on cell A1 to keep your cursor in that cell.
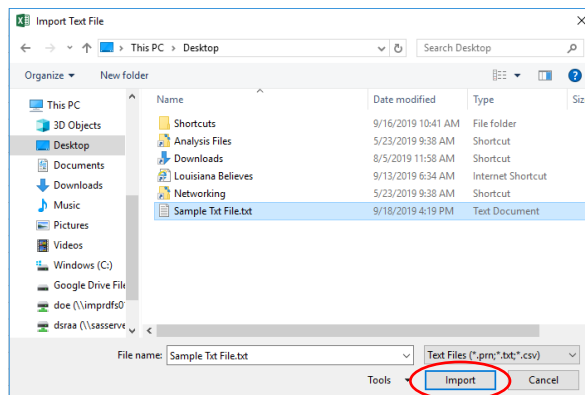


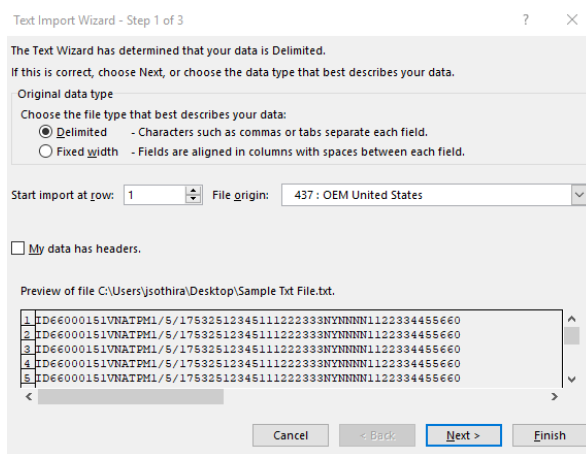4. Click on the Data tab

5. Click on Get External Data



6. Click on From Text



7. Browse and find your txt file. Click on Import.

8. Text Import Wizard box will appear. The default is "Delimited". Since your file is a tab delimited file you do not need to do anything. Click on Next.



9. Under Delimiters: Tab will be checked (this is the default)
   Text Qualifier: use the drop down and select {none}
   Click on Next.



Note: if your file is a comma separated file, for Step. 9:

Under Delimiters:

- Uncheck Tab
- Check Comma
- Click Next

Continue with Step 10.

10. Under Column data format, select Text.
    The first column will be highlighted in black.



11. Slide the scroll bar all the way to the right to the last column.

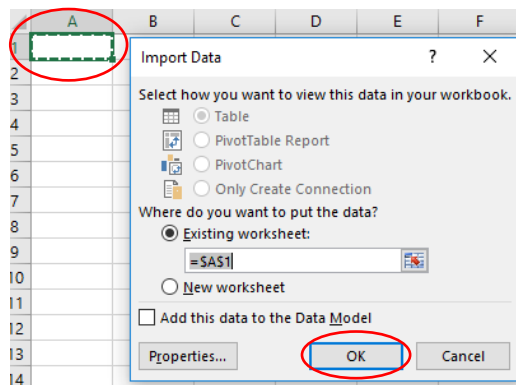12. Press and hold the Shift key and click on the last column. All the columns will be highlighted in black.
Under the Column data format, make sure that Text is selected.
Click on Finish.
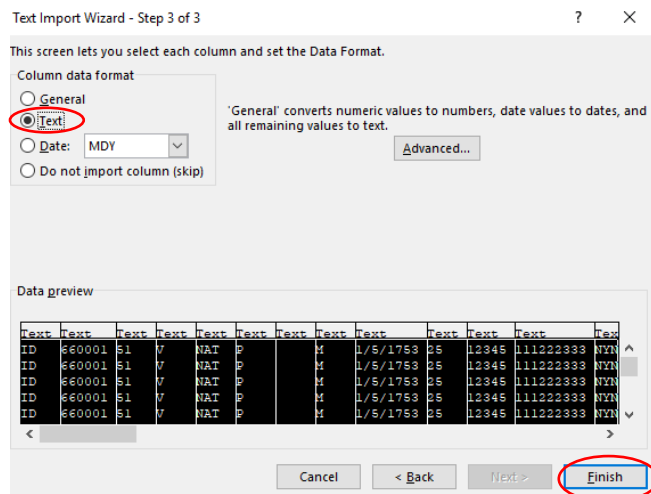


13. Select Ok. The first cell will have a green border because we want the data to start populating from that location



14. You should see your data in the EXCEL file (see sample data below). Save your file.